

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised on [where you found the job listing]. With my background in [Your Field/Industry] and a strong commitment to [related skill or value], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [briefly describe a relevant achievement or responsibility]. This experience honed my skills in [related skills or tools], which I believe align well with the requirements of the [Job Title] role.

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or team that attracts you]. I admire [specific company values or goals] and would love to bring my expertise in [related expertise] to help achieve [company's goals or projects].

I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I hope to hear from you soon to discuss further.

Warmest regards,
[Your Name]